

1.0 Title

Foreign Travel Approval

2.0 Effective Date

10/21/09

3.0 Scope

This policy addresses foreign travel approval to sensitive and non-sensitive countries.

4.0 Applicability

This policy applies to all laboratory employees and all users of the laboratory expending DOE funds from Prime Contract DE-AC02- 07CH11359.

5.0 Policy

FRA, LLC will comply with all applicable Laws, Regulations, and DOE Orders concerning travel conducted using Prime Contract DE-AC02- 07CH11359 funds.

DOE/CH has delegated the responsibility for final approval of non-sensitive foreign travel that does not include a major conference to the Director of the laboratory. This authority also includes the final approval for late exception travel.

Final approval authority for foreign travel to sensitive countries or foreign travel to non-sensitive countries concerning sensitive topics or major conferences has not been delegated to the laboratory. The Department of Energy must approve all travel in these categories.

6.0 Drivers

- a. FRA, LLC Business Practices
- b. CH 551.1a enclosure 3, Federal Travel Management System (sensitive countries list, list of major conferences, etc.).
- c. FTMS User Guide v4.1.1.doc, 11/02/2003 pg. 7-14

7.0 Responsible Organization

The Director has delegated the responsibility for foreign travel approval to the Business Services Section who will publish and maintain procedures ensuring compliance with this policy and facilitate the travel process for all travelers.

Signature authority and document submission requirements are contained in Business Services Procedure XXXX

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